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**Broome County
Technical Institute**

BINGHAMTON, NEW YORK

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WHO WE ARE

STATE UNIVERSITY OF NEW YORK

WILLIAM S. CARLSON ----- President
LAWRENCE L. JARVIE ----- Executive Dean for Institutes
and Community Colleges
FRANCIS E. ALMSTEAD ----- Ass't to Executive Dean for Institutes
and Community Colleges

Broome County Technical Institute is a community
college supervised by the State University of New York

BROOME COUNTY TECHNICAL INSTITUTE

BOARD OF TRUSTEES

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E. H. Titchener and Co.
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MISS LINDA STANFORD, *Secretary* ----- Auditor and Director
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DR. JAMES T. IVORY ----- Dentist
ROBERT F. KELLY ----- President
Binghamton Central Labor Union
ARNOLD F. MITCHELL ----- Managing Director
General Contractors Association
E. ALLAN WILLIFORD ----- President, Link Aviation, Inc.

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Clarkson College of Technology, Cornell University
HARVEY N. ROEHL ----- Director of Extension
Cornell University

FACULTY

AUTOMOTIVE AND MECHANICAL TECHNOLOGY

- FRED SANDERS ----- Professor, Department Head
Pratt Institute
- HERBERT L. DURST ----- Assistant Professor
Drexel Institute of Technology
- MARION A. FORBES ----- Associate Professor
University of State of New York, Teacher Training
Cornell University
- MICHAEL J. KAPRAL ----- Associate Professor
University of State of New York, Teacher Training
Cortland State Teachers College
- IRWIN I. LAWN ----- Assistant Professor
Stevens Institute of Technology, New York University
- ISAM S. NIMR ----- Instructor
Utah State College; American University, Beirut
- DOUGLAS W. RITTENHOUSE ----- Assistant Instructor
- IRVING C. SIMSER ----- Associate Professor
Clarkson College of Technology

CHEMICAL TECHNOLOGY

- JOHN KUSHNER ----- Professor, Department Head
Colorado School of Mines, Cornell University
- JOHN B. F. CLARK ----- Assistant Professor
Acadia University, University of Michigan
- AXFORD L. BEAGLE ----- Associate Professor
Canton Agricultural and Technical Institute
Clarkson College of Technology
- MICHAEL T. ORINIK ----- Associate Professor
Penn State University, Cornell University

ELECTRICAL TECHNOLOGY

- L. J. SITTERLEE ----- Professor, Department Head
Rochester Institute of Technology, Buffalo State Teachers College
Clarkson College of Technology
- ROBERT B. BEERS ----- Assistant Professor
Tri-State College, Evansville College, Cornell University
- ANTHONY J. CAROLIN ----- Assistant Professor
Tri-State College, Syracuse University
- WILLIAM DERVAY ----- Instructor
Broome County Technical Institute

DONALD W. EMMONS ----- Associate Professor
Canton Agricultural and Technical Institute
Clarkson College of Technology, Oklahoma A. & M. College

H. H. GRUBER ----- Assistant Professor
Penn State University

RUSSELL J. PRATT ----- Assistant Professor
Middlebury College

REYNOLD L. STONE ----- Assistant Professor
Alfred Agricultural and Technical Institute
Carnegie Institute of Technology

OFFICE ASSISTANTS

NEVA M. ASH ----- Professor, Department Head
New York University, St. Luke's Hospital, New York City

MARGERY E. DOZIER ----- Instructor
Lenox Hill School of Nursing
Broome County Technical Institute

A. J. KALBAUGH ----- Associate Professor
Albany State Teachers College, University of Buffalo

ALICE MARCI ----- Instructor
Keuka College, Syracuse University

WALTER TEDICK ----- Assistant Professor
University of Alabama, University of Pittsburgh

GENERAL EDUCATION

RICHARD BALDWIN ----- Associate Professor
University of Rochester, St. Bonaventure University

CLYDE E. CHAUNCEY ----- Associate Professor
Syracuse University, University of Rochester
Columbia University

GEORGE ELLIOTT ----- Associate Professor
Middlebury College, Columbia University

ROY GREENWOOD ----- Associate Professor
Allegheny College, Syracuse University
University of Rochester

LLOYD W. HARTMAN ----- Associate Professor
Syracuse University, Cornell University

TRACY R. CONE ----- Finance Officer

JOAN L. FOLEY ----- Librarian

CLYDE E. CHAUNCEY ----- Dean of Men

NEVA M. ASH ----- Dean of Women

WHAT WE ARE

THE TECHNICAL INSTITUTE

As a reader of this catalog, you are naturally interested in education beyond high school. You have probably been thinking of "college" or "university," words which have a clear meaning for you. However, the significance of the term "technical institute" may not be so clear and for a very good reason: it is new or relatively so. It is new because the institution it represents has had its most rapid development in the past 10 or 15 years. This development has been the result of the amazing advances of science and technology and of the demand of youth for more education after high school.

Technical institute curriculums, usually two years in length, are intended to prepare you to earn a living in an occupation in which success depends largely upon technical information and an understanding of the laws of science and technology as applied to modern design, production, distribution and service.

The institute is not a trade school nor a professional engineering college. It does not train craftsmen nor graduate engineers. It serves an area between the two and calls its graduates "technicians," who are equipped with a broader theoretical training than that of the craftsman and yet with more practical skill than that of the professional engineer.

For example, craftsmen make the parts and assemble an electric motor; technicians design and test it. Craftsmen fabricate structures; technicians draw the plans and compute the cost. Machinists produce a mechanism with close tolerances; technicians design the mechanism, write the specifications, make the blueprints, organize the production, and test the finished product. The technician may also be known as a junior engineer or engineering or research assistant.

The technical institute program is designed to prepare students for immediate employment after graduation. However, graduates in increasing numbers are continuing their study at four-year colleges to work for the bachelor's degree.

A BIT OF HISTORY

Every college has an interesting history. Not many in the span of seven years have had the dramatic and significant experiences of Broome Tech. First called the Institute of Applied Arts and Sciences, it was created by New York State in 1946 along with four other sister institutions located at Buffalo, New York City, Utica and White Plains. In 1948 it became a unit of the State University of New York with courses fully accredited by the State Department of Education and the Middle States Association of Colleges and Secondary Schools. The Institute was authorized to grant the degree, Associate in Applied Science.

For five years its home was in a converted State Armory situated in down-town Binghamton. Some of the finest college laboratories and shops in the State were developed here in this short period. Curriculum expansion led to the leasing of a second building. Graduates were filling responsible positions in business and industry and were building up a reputation for "State Tech."

Then came Labor Day 1951 and a fire which almost completely destroyed the Armory just two weeks before the scheduled opening of the fall term. Through the combined efforts of the staff, trustees, local agencies and the State University, the term opened only two weeks late with nearby Kalurah Temple replacing the Armory. More laboratory space was later made available through the acquisition of a third building. The task of equipment replacement began and is now 100% complete.

The next act in the drama occurred on September 1, 1953 when the Institute acquired a new name, the Broome County Technical Institute. Much more than a change in name was involved, however. The sponsorship passed from New York State to Broome County with administrative responsibility in the hands of a local Board of Trustees, five appointed by the County Board of Supervisors and four by Governor Dewey. The Institute continues under the supervision of the State University of New York.

The original idea of relieving the student of some of the financial burden of going to college was also continued. Under the "community college" plan, a moderate tuition is charged. A low tuition fee is made possible because of the joint contributions of the State, Broome County and the home counties of non-resident students.

The curtain is rising on the next act of the drama. Plans now in the development stage call for a change in setting, from temporary quarters to a new campus. Here a modern educational plant will be erected to better serve the needs of youth, business, industry and the professions.

WHERE WE ARE

Broome County, an agricultural and manufacturing area, is in the Southern Tier of New York State. Its industries are largely concentrated in the population centers of Binghamton, Johnson City, Endicott and Vestal, together forming a community well known for its economic stability and community spirit.

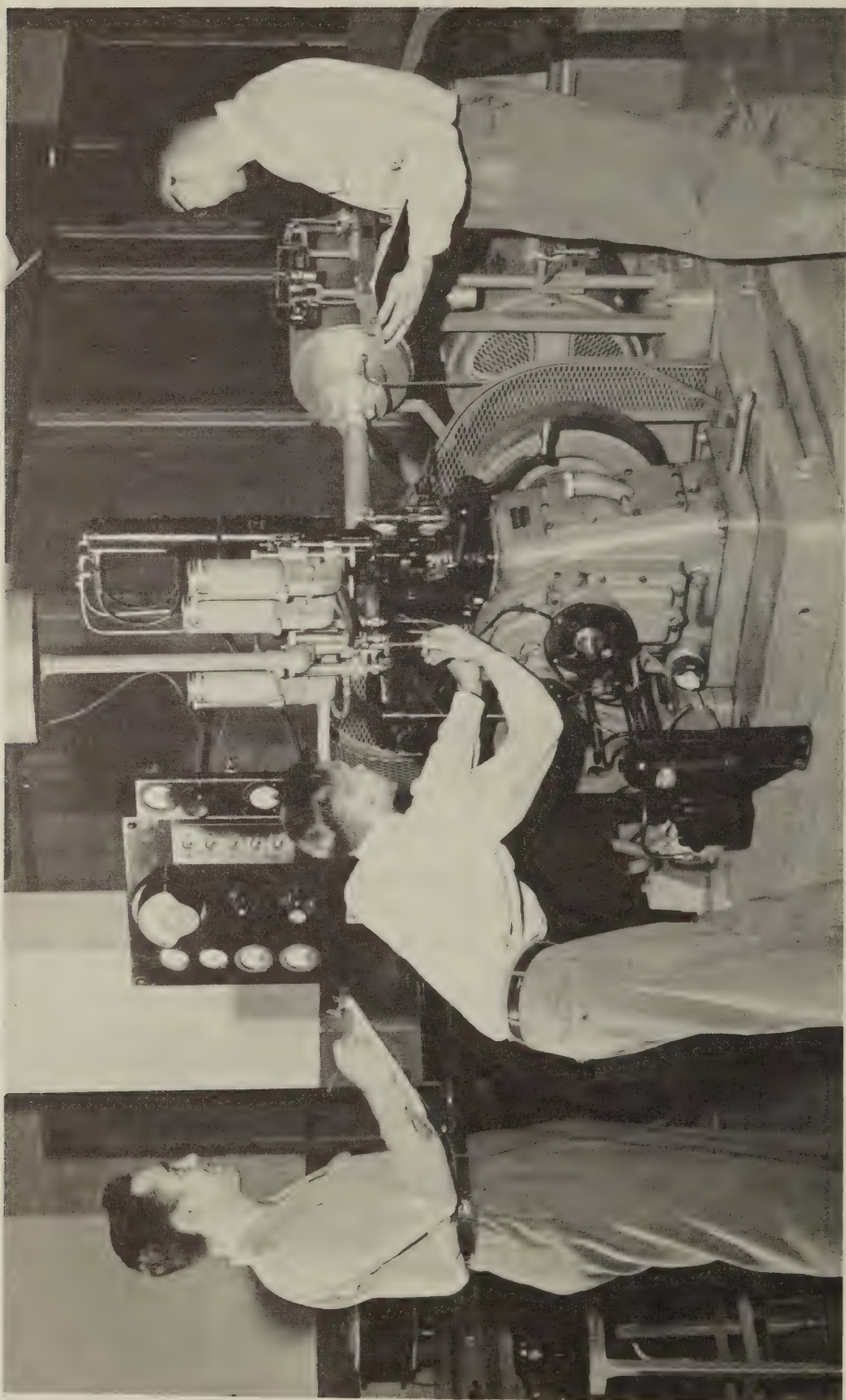
The products of the major industries manufacturing shoes, business machines, film and photographic supplies, and aircraft trainers and components are known the world over. Smaller industries turn out hundreds of diversified products.

Broome County Technical Institute is presently located in Binghamton which can be easily reached by car via routes 7, 11, 12, 17. It is also served by three railroads and several bus lines. Air passenger and freight service to all parts of the country is available at the Broome County Airport on nearby Mt. Ettrick.

The combination of "big town" features with "small town" atmosphere makes the area an ideal one in which to work and live. The Institute is fortunate in its location and is proud to make its contribution to the community.

The Institute is temporarily housed in three buildings in downtown Binghamton, easily accessible from all parts of the Triple Cities by bus and equidistant from surrounding towns for commuters.

In the main building, Kalurah Temple, are the administrative offices, classrooms, drawing rooms, clinical laboratory, and office practice laboratory. Here also are the gymnasium, library, cafeteria and student lounge. Almost directly at the rear of the main building is the Prescott Building in which are located the laboratories and shops of Automotive, Chemical and Mechanical Technology. Close by are the Electrical Technology laboratories.





WHAT CURRICULUMS WE OFFER

AUTOMOTIVE TECHNOLOGY

Do you know that more than one out of every seven persons earning a living in the nation do so directly or indirectly from the automotive industry? Many thousands of these persons are working in the automotive service field. "But," reports a leading automotive magazine, "the feeling is mounting in the industry that more young men must be trained in the service end. The industry is aware that it has fallen short of obtaining the number of people needed to make proper diagnosis of and repair on the nation's cars and trucks."

The qualified automotive serviceman of today is a far cry from his predecessors of a few years back. Relatively little education or training were needed then to qualify for a job. Now the serviceman must be well trained to be productive. Modern cars with high-compression engines, power steering, four-barrel carburetors and automatic window lifts cannot be serviced with a thin dime and a good ear.

The Automotive Technology curriculum, developed in cooperation with the leading automobile manufacturers, includes a study of the fundamental sciences together with special applications to the operation and maintenance of the automobile, and a considerable amount of time devoted to the business management and sales phases of the business.

CURRICULUM OUTLINE

TERM 1

(Fall Term)	Credit Hours
71 Communication Skills ---	3
81 Industrial Safety and First Aid -----	2
100 Machine Shop -----	2
101 Automotive Service Shop	1
110 Mathematics -----	3
130 Engineering Drawing ---	1
140 Mechanics -----	4
144 Fuels and Lubricants ---	4

TERM 2

(Winter Term)	
72 Communication Skills ---	3
102 Automotive Service Shop	1
103 Automotive Machine Shop	1
111 Mathematics -----	3
141 Mechanics -----	3
145 Heat -----	4
160 Electricity -----	4

TERM 3

(Spring or Summer Term)*

73 Communication Skills ---	3
91 Psychology -----	3
104 Engine Rebuilding and Chassis Shop -----	2
112 Mathematics -----	3
131 Mechanisms -----	4
150 Internal Combustion Engines -----	3
159 Automotive Electricity ---	4

TERM 4

(Fall or Winter Term)*	Credit Hours
92 Economics -----	3
105 Automotive Diagnosis ---	2
107 Automatic Transmissions	2
151 Internal Combustion Engines -----	4
155 Materials of Industry ---	4
162 Business Law -----	3
165 Accounting -----	3

TERM 5

(Spring Term)

93 Economics -----	3
106 Automotive Diagnosis ---	1
152 Internal Combustion Engines -----	4
166 Accounting -----	1
194 Business Management ---	3
Technical Option -----	5

* Student is in school one term and in industry one term during these periods.

AUTOMOTIVE TECHNOLOGY

MATHEMATICS (110)

3 Credit Hours

Algebra with application to technical problems. Some of the phases covered are positive and negative numbers, factors and exponents, logarithms, binomial theorem, solution of linear and quadratic equations. The use of slide rule in the solution of problems.

MATHEMATICS (111)

3 Credit Hours

Plane trigonometry and graphical representation with emphasis on application to the student's field of study. The use of the slide rule in the solution of problems.

MATHEMATICS (112)

3 Credit Hours

A study of curves and equations; straight lines; conic sections; transformation of coordinates; polar coordinates; empirical equations and graphs.

ENGINEERING DRAWING (130)

1 Credit Hour

Orthographic projection, as a basis of understanding mechanical drawing and sketches. Assembly drawings, isometric sketching, exploded views.

MECHANISMS (131)

4 Credit Hours

The study of machine motion and basic mechanisms. Instantaneous velocities in machine parts, gears, cams and the theory of their design and operation; fundamental principles of planetary gearing. Special emphasis on automotive applications.

MECHANICS (140)

4 Credit Hours

Basic principles of statics and dynamics; study of forces, friction, work, power, energy, center of gravity, velocity and acceleration, curvilinear motion.

MECHANICS (141)

3 Credit Hours

Further study of statics and dynamics, trusses, force systems in space, moment of inertia of areas and bodies, impulse and momentum.

FUELS AND LUBRICANTS (144)

4 Credit Hours

Physical and chemical processes used in petroleum refining; combustion processes and equations; air-fuel ratio. Qualities of lubricating oils, greases, additives.

HEAT (145)

4 Credit Hours

The principles of temperature and thermometry. The study of thermal phenomena, expansion of solids, liquids, and gases, the three states of matter, calorimetry, conduction, convection, radiation, properties of air, and elementary hydraulics.

INTERNAL-COMBUSTION ENGINES (150) 3 Credit Hours

Perfect gas laws, working fluids, fundamental energy relations applied to heat engines and internal-combustion engines.

INTERNAL-COMBUSTION ENGINES (151) (152)

8 Credit Hours

The ideal engines, their effect on design and function of actual engines, carburetion, ignition, combustion, volumetric efficiency, engine output; laboratory exercises emphasizing these functions.

MATERIALS OF INDUSTRY (155)

4 Credit Hours

Elementary metallurgy and strength of materials; metallic and non-metallic materials and their application to the automobile.

ELECTRICITY (160)

4 Credit Hours

The fundamentals of direct-current and alternating-current circuits; magnetism and induction. The study of electrical machines, motors, generators, relays, and batteries.

AUTOMOTIVE ELECTRICITY (159)**4 Credit Hours**

A study of the ignition, starting, charging, instrument, and lighting circuits of the modern automobile with laboratory testing of the various electrical components.

MACHINE SHOP (100)**2 Credit Hours**

General machine shop processes; operations of the lathe, miller, drill press, use of hand tools and measuring instruments; study of speeds, feeds, cutting tool angles, threads, tapers.

AUTOMOTIVE SERVICE SHOP (101) (102)**2 Credit Hours**

A laboratory course in automotive service conducted on a dealership basis including lubrication, tire service, wheel balance, brake adjustment, clutch adjustment, headlight adjustment, radiator service, and other shop service.

AUTOMOTIVE MACHINE SHOP (103)**1 Credit Hour**

Continuation of Shop (100) plus study of grinding, honing and lapping; operation of surface, internal, and cylindrical grinders; welding and forging of metal, use of honing and valve-grinding equipment.

ENGINE REBUILDING AND CHASSIS SHOP (104)**2 Credit Hours**

A study of engine rebuilding methods with shop applications; servicing and repair of various chassis components including steering, front-end assembly, clutch, brakes, and rear-end assembly.

AUTOMOTIVE DIAGNOSIS (105) (106)**3 Credit Hours**

Diagnosis of the electrical system, engine and component parts, carburetion, and fuel system of the automobile with the use of specialized automobile testing units and diagnosis machines. Repair of the various electrical components.

AUTOMATIC TRANSMISSIONS (107)**2 Credit Hours**

Principles of operation of fluid couplings, torque converters, planetary geartrains, servos and multiple-disc clutches. Practice in disassembly, repair, diagnosis, and maintenance of units of various manufacture.

BUSINESS LAW (162)**3 Credit Hours**

Contracts, sales agreements, real and personal property, partnerships, corporations, finance agreements, labor law, tax law, guarantees, negotiable instruments, tenancies, bankruptcy, receivership, carriers, warehousing, deeds, mortgages, and mortgage relationships.

ACCOUNTING (165) (166)**4 Credit Hours**

The science of record keeping from the basic definition of terms and fundamental accounting equation through books of original entry, final entry, and the trial balance. Numerous practical problems based on each topic. Adjusting, closing the books, worksheet, bad debts, depreciation, general and subsidiary ledgers, accounting practice set.

BUSINESS MANAGEMENT (194)**3 Credit Hours**

Organization and management of automotive dealerships, with special emphasis on physical plant planning and cost estimating, costs, incomes, and problems of merchandising and servicing new and used vehicles. Individual student problems under supervision.

TECHNICAL OPTION**5 Credit Hours**

Options will afford an opportunity for specialized study in fields of student interest particularly in the various phases of testing of fuels and lubricants as related to engine life and performance.

CHEMICAL TECHNOLOGY

FORTUNE magazine predicts that this will be known as "The Chemical Century." The distinguishing mark of the age is a basically new form of manufacture. The early part of the century was dominated by the fabrication of existing materials by mass production methods; however, in the latter part of the century chemical processes are creating new materials. Chemical technology has moved so fast that this industry accounts for about a fifth of the total national products.

There is one dark cloud on the horizon for the chemical industry: the lack of trained personnel. CHEMICAL ENGINEERING reports, "The industry enters a new era in which the shortage of technical men will be a major controlling factor—if not limiting factor—in any future expansion plans." Among the workers needed are technicians who are capable of filling responsible positions in research, development and testing laboratories, in pilot plants and production.

The Chemical Technology curriculum at the Broome County Technical Institute is designed to prepare ambitious and reliable young men and women as technicians in this fast-growing industry.

CURRICULUM OUTLINE

TERM 1

(Fall Term)	Credit Hours
71 Communication Skills ---	3
91 Psychology -----	3
210 Mathematics -----	3
220 Heat, Light and Sound --	4
230 Engineering Drawing ---	2
240 General Chemistry -----	4

TERM 2

(Winter Term)	
72 Communication Skills ---	3
81 Industrial Safety and First Aid -----	2
211 Mathematics -----	3
221 Electricity -----	4
241 General Chemistry -----	4
242 Qualitative Chemistry ---	4

TERM 3

(Spring and Summer Term)*

73 Communication Skills ---	3
92 Economics I -----	3
243 Quantitative Chemistry --	5
250 Organic Chemistry -----	7

TERM 4

(Fall or Winter Term)*	Credit Hours
212 Mathematics -----	3
244 Quantitative Chemistry --	5
251 Organic Chemistry -----	7
255 Industrial Chemistry ----	4

TERM 5

(Spring Term)

74 Communication Skills ---	3
93 Economics II -----	3
245 Advanced Quantitative Chemistry -----	4
256 Industrial Chemistry ----	5
296 Industrial and Labor Relations -----	3

* Student is in school one term and in industry one term during these periods.

CHEMICAL TECHNOLOGY

MATHEMATICS (210)

3 Credit Hours

Algebra with application to technical problems. Some of the phases covered are positive and negative numbers, factors and exponents, logarithms, binomial theorem, solution of linear and quadratic equations. The use of slide rule in the solution of problems.

MATHEMATICS (211)

3 Credit Hours

Plane trigonometry and graphical representation with emphasis on application to the student's field of study. The use of the slide rule in the solution of problems.

MATHEMATICS (212)

3 Credit Hours

Chemical calculations supplementary to the quantitative chemistry course. Problems used in making quantitative analysis calculations; oxidation-reduction, chemical factors, acid-base types, typical gas analysis.

GENERAL CHEMISTRY (240), (241)

8 Credit Hours

The study of the principles necessary to understand the science of chemistry. Included are atomic and molecular structure, ionization, states of matter and their properties, solutions, formula writing and balancing, and the mathematical computations. The more common elements are studied in detail.

The laboratory work parallels the classroom theory and is designed to develop good work habits and the manipulative, observation, and reasoning powers of students.

QUALITATIVE CHEMISTRY (242)**4 Credit Hours**

A basic course in the principles of analytical chemistry. The theory is emphasized by laboratory applications utilizing a systematic separation and identification of materials by employing different physical and chemical properties.

QUANTITATIVE CHEMISTRY (243)**5 Credit Hours**

A course on the theoretical principles on which analytical methods are based and their stoichiometric relationships. A study of the analytical balance, errors, precision and significant figures, preparation of samples for analysis; volumetric analysis by considering in detail neutralizations, oxidation-reduction, and volumetric precipitation.

A laboratory course demonstrates the principles by analyzing commercial products.

QUANTITATIVE CHEMISTRY (244)**5 Credit Hours**

Gravimetric analysis with the study of equilibria involved, colloids, the formation and properties of precipitates, and the special methods such as electrodeposition, electrometric titration, and gasometric analysis.

ADVANCED QUANTITATIVE CHEMISTRY (245)**4 Credit Hours**

A study of the use and theory of operation of instruments commonly used in analytical chemistry. Primarily a laboratory course designed to give students a working knowledge of the capabilities of the instruments used in making quantitative determinations by the following methods: electrolysis, colorimeters, spectrophotometric methods, refractometer, chromatography, polarograph, chemical microscope, gas absorption, potentiometric methods.

ORGANIC CHEMISTRY (250)**7 Credit Hours**

A basic study of the important classes of carbon compounds such as the aliphatic and aromatic groups, the alcohols, ethers, esters, carbonyl compounds, carboxylic acids, amines, polysubstitutes, mixed and heterocyclia compounds in terms of modern electronic and resonance theories. A laboratory course is taken along with the theory.

ORGANIC CHEMISTRY (251)**7 Credit Hours**

A study of special results of structures like tautomerism, rearrangements and stereoisomerism; the chemistry of dyes, carbohydrates, fats, and proteins. Some systematic identification of organic compounds. A laboratory course is taken along with the theory.

INDUSTRIAL CHEMISTRY (255)**4 Credit Hours**

A study of the industrial adaptation of chemical processes in the manufacturing of chemicals and allied products, involving quantities, yields, handling of materials, the most efficient types of equipment, and the factors of the flow of energy and its best utilization. This work is based on specific studies of fuels, the flow of fluids, heat transfer, and evaporation. A laboratory course conducted in a manner similar to industrial research is included.

INDUSTRIAL CHEMISTRY (256)**5 Credit Hours**

A continuation of Industrial Chemistry (255). Topics include size reduction and separation, humidity and air conditioning, drying, distillation and absorption.

ENGINEERING DRAWING (230)**2 Credit Hours**

An introductory course in mechanical drawing. Instruction in the use of instruments, drafting conventions, dimensioning, and

othographic projection. Emphasis on detail and working drawings, piping layouts, structural layouts and projects.

HEAT, LIGHT AND SOUND (220)

4 Credit Hours

This course in physics is divided into three parts: heat, light and sound. The material covered in the light portion consists of geometrical and physical optics, including the nature of light, reflection, refraction, lenses, optical instruments, polarization, emission and absorption of light.

In the heat portion of the course, a study of the measurement of temperature, expansion, calorimetry, change of state, heat and work, kinetic theory of gases and mechanical equivalent of heat.

In the sound portion, a study of wave motion and sound, sound waves and velocity of sound.

ELECTRICITY (221)

4 Credit Hours

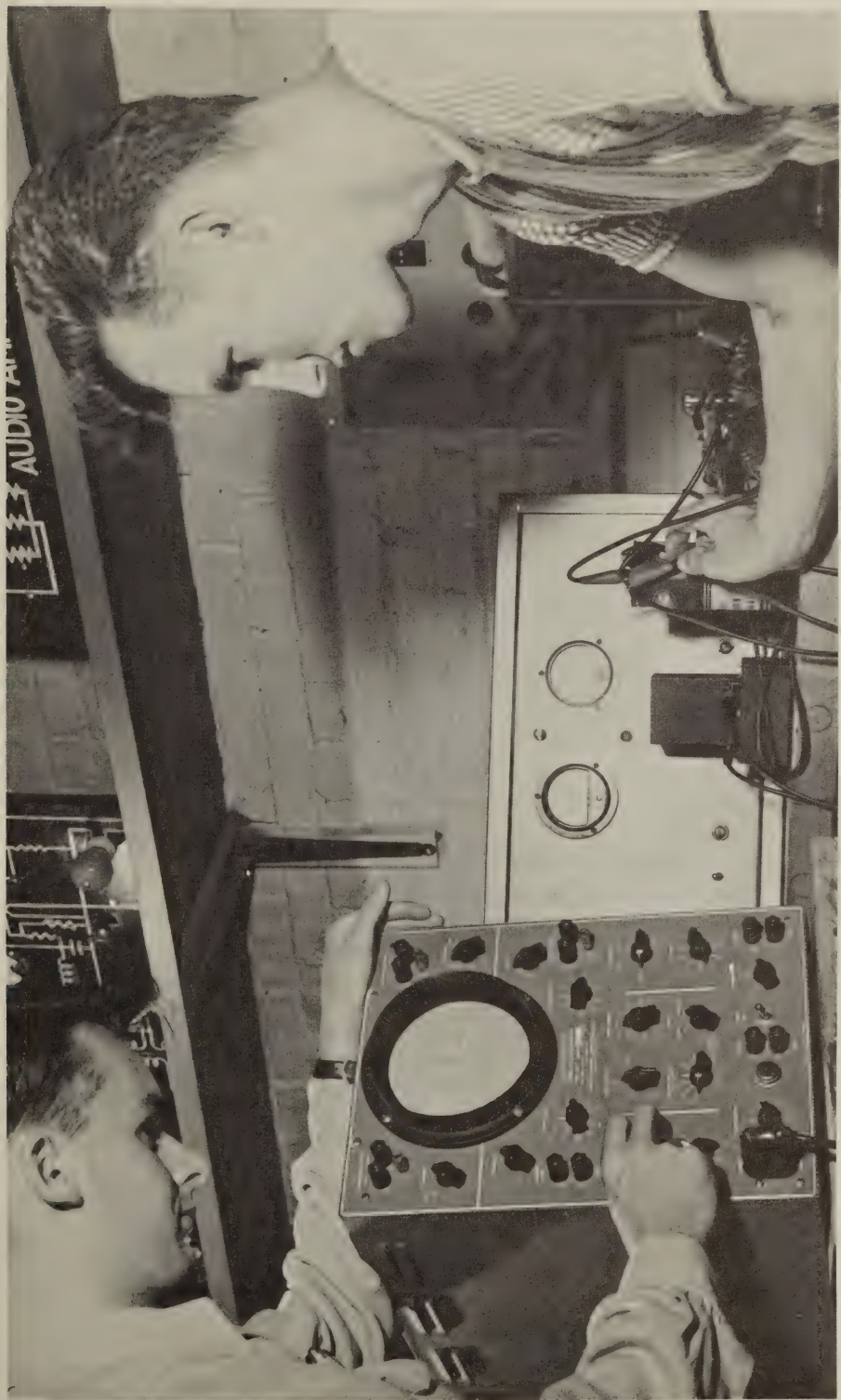
A study of electricity and magnetism. Magnetic and electrostatic fields, electric potential, Ohm's law, measurement of resistance by voltmeter and ammeter and by Wheatstone's bridge; laws of electrolysis, cell combinations, potentiometer, electromagnetism, Lenz's law, inductance and capacitance, simple a-c and d-c circuits, elements of electrical machinery, thermocouples, and thermionic emission.

INDUSTRIAL AND LABOR RELATIONS (296)

3 Credit Hours

The study of human relations in industry which includes a study of the individual and why he behaves as he does, group behavior and the reduction of destructive conflicts between groups. General case studies in which the human element is isolated and studied.





ELECTRICAL TECHNOLOGY

Electric power was first produced commercially in this country about 70 years ago. Today it has become an indispensable part of our daily living. It is an energizing force without which most industrial and even home activity would be impossible.

More than 87,000,000 kilowatts of electric power are installed in power plants of the country today. Evaluating horsepower as equivalent to 10 times the power of a man, the average factory worker is therefore supported by the equivalent of 75 slaves.

Needless to say, the human element is very important in this vast field. Thousands of trained people are needed—people to visualize, plan, build, direct and operate. Technical institutes, like Broome Tech, are becoming increasingly important in preparing well-trained men for the electrical field. As the President of the American Institute of Electrical Engineers put it, "The technical institutes can train men, and in some cases women, to do highly specialized work of an engineering nature in far less time than the normal four-year engineering course."

Demand exceeds the supply of Broome Tech graduates for positions in power generation, communications, illumination, electronics, research and testing.

CURRICULUM OUTLINE

TERM 1

(Fall Term)	Credit Hours
71 Communication Skills ---	3
81 Industrial Safety and First Aid -----	2
300 Electrical Construction and Maintenance -----	2
310 Mathematics -----	3
330 Engineering Drawing ---	2
340 Electrical Circuits -----	5

TERM 2

(Winter Term)	
72 Communication Skills ----	3
91 Psychology -----	3
301 Electrical Construction and Maintenance -----	2
311 Mathematics -----	3
331 Engineering Drawing ---	2
341 Electrical Circuits -----	5
360 Mechanics -----	3

TERM 3

(Spring or Summer Term)*

73 Communication Skills ---	3
302 Electrical Construction and Maintenance -----	1
332 Electrical Design -----	2
312 Mathematics -----	3
345 Electrical Machines -----	5
348 Electronics -----	6

TERM 4

(Fall or Winter Term)*	Credit Hours
92 Economics -----	3
333 Electrical Design -----	1
346 Electrical Machines -----	5
349 Electronics -----	6
354 Industrial Control -----	4
394 Industrial Organization --	3

TERM 5

(Spring Term)

93 Economics -----	3
334 Electrical Design -----	1
347 Electrical Machines -----	5
350 Electronics -----	6
355 Industrial Control -----	4
395 Industrial Organization --	3

* Student is in school one term and in industry one term during these periods.

ELECTRICAL TECHNOLOGY

MATHEMATICS (310)

3 Credit Hours

Algebra with application to technical problems. Some of the phases covered are positive and negative numbers, factors and exponents, logarithms, binomial theorem, solution of linear and quadratic equations. The use of slide rule in the solution of problems.

MATHEMATICS (311)

3 Credit Hours

Plane trigonometry and graphical representation with emphasis on application to the student's field of study. The use of the slide rule in the solution of problems.

MATHEMATICS (312)

3 Credit Hours

The application of mathematics to the solution of problems in Electrical Technology.

ENGINEERING DRAWING (330)

2 Credit Hours

An introductory course in mechanical drawing. The technique of good lettering, practical geometry and geometric construction, the principles of orthographic projection and the theory and application of dimensioning.

ENGINEERING DRAWING (331)

2 Credit Hours

Technical sketching and pictorial representation. Applications of auxiliary views, sections and conventions used in orthographic projection. The types and representation of threads, nuts, bolts, keys, keyways and locking devices and assembly drawings. Discussion of shop processes and procedures to facilitate the understanding of drafting problems which arise in the industrial drafting room. Emphasis on free-hand sketching of mechanisms.

ELECTRICAL DESIGN (332)

2 Credit Hours

Electrical drafting to further the student's understanding of the principles of lighting design, wiring layouts, and the interpretation of schematic diagrams as applied to electrical control equipment.

The use of catalogs, charts, data sheets and the National Electrical Code book to obtain information needed for the layout and design of electrical circuits. Preparation of material lists and estimates of cost. Planning of lighting and control wiring layouts.

ELECTRICAL DESIGN (333)

1 Credit Hour

A further study of control circuit diagrams and outline drawings of panel and switch boards. Layouts of substations and transmission circuits. Interpretation of the schematic and one-line diagrams that are the engineering language of the electrical industry.

ELECTRICAL DESIGN (334)

1 Credit Hour

The application of electrical drafting in the field of electronics. Symbols, conventions, layout procedures, and circuit sequence that comprise an electronic circuit. The design of a circuit for an electronic device that the students may wish to construct, test and operate.

ELECTRICAL CIRCUITS (340)

5 Credit Hours

A study of d-c fundamentals; the solution of series, parallel, series-parallel, and complex circuits; magnetism, electro-magnetism, magnetic circuits, and instruments. Laboratory techniques, use and protection of equipment are correlated with the theory.

ELECTRICAL CIRCUITS (341)

5 Credit Hours

Continuation of work in direct current, covering inductance and capacitance. Alternating-current fundamentals; solution of series, parallel, and series-parallel circuits including use of polar vectors. The study of instruments and polyphase circuits.

ELECTRICAL MACHINES (345)

5 Credit Hours

A study of the theory of operation and characteristics of d-c machinery to give the student a sound background upon which he may base his judgment in solving problems that may arise in this field. A moderate amount of time devoted to design features. Considerable problem work for the purpose of giving the student a better understanding of the practical significance of the theory studied. Consideration of a few of the more basic types of specialized d-c machinery.

ELECTRICAL MACHINES (346)**5 Credit Hours**

First course in a-c machinery. A study of the theory and operation of power, auto and special transformers. Various connection methods of the above listed transformers. Alternator theory and operation.

ELECTRICAL MACHINES (347)**5 Credit Hours**

Second course in a-c machinery. A study of the theory and operation of polyphase induction, single-phase, and synchronous motors. Special emphasis on industrial applications.

ELECTRONICS (348)**6 Credit Hours**

Introductory course in electronics. The fundamentals of vacuum tubes and their application as rectifiers, amplifiers, oscillators, modulators and detectors, with emphasis on basic principles and applications.

ELECTRONICS (349)**6 Credit Hours**

A study of the properties of gas-filled tubes including thyratrons, ignitrons, glow tubes and mercury pool rectifiers. Industrial applications of electronic control such as electronic timing, photo-electric relays, resistance welding controls, and electronic motor control.

ELECTRONICS (350)**6 Credit Hours**

A study of the principles of operation of radio transmitters and receivers including both AM and FM types. Special circuits such as differentiators, integrators, peakers and multivibrators. Theory and applications of transmission lines and antennas.

INDUSTRIAL CONTROL (354)**4 Credit Hours**

Electrical device design and construction, and the methods of starting, stopping, braking and speed control of d-c motors. Special applications such as machine tool panels. Laboratory work in connecting, operating and trouble-shooting d-c control panels.

INDUSTRIAL CONTROL (355)

4 Credit Hours

A study of the principles underlying the control of machinery and the commercial methods of accomplishing this. The theory of electric control and protective devices of d-c motors. A-c contractors, relays and protective devices for a-c motors. Starting, stopping, reversing, and braking devices for a-c motors. Safety precautions and maintenance of equipment. Wiring, maintenance and trouble-shooting of industrial control equipment.

MECHANICS (360)

3 Credit Hours

A basic course in the principles of statics. The study of composition and resolution of forces, concurrent-coplanar forces, parallel forces, center of gravity, force couples, non-coplanar forces and friction. Some time will be devoted to the principles of dynamic forces.

ELECTRICAL CONSTRUCTION AND MAINTENANCE

(300), (301), (302) 5 Credit Hours

A sequence of courses to familiarize the student with general trade practices and the acquiring of basic manipulative skills. A wide variety of experience in the installation and maintenance of electrical equipment. Basic training in different types of wiring systems used in industry and homes; trouble-shooting and repair of various types of electrical equipment; use of the lathe, drill press, shaper, welder, and other associated equipment. The study of the National Electrical Code Rules, general shop safety practices. Some electrical estimation work.

INDUSTRIAL ORGANIZATION (394)

3 Credit Hours

A treatment of management essentials and the interrelationship of specialized functions together with the principles governing them. Includes organization of basic industrial structures, organizing physical facilities, developing the product, production and quality control.

INDUSTRIAL ORGANIZATION (395)

3 Credit Hours

Administration of industrial relations: personnel management, employee training, job evaluation, merit rating, sales and budgetary control, and coordination of the enterprise. General case problems are studied.

MECHANICAL TECHNOLOGY

New York is the greatest industrial state in the nation. About one out of every five of the nation's factories lies inside its borders. Of the 453 types of industries classified by the Bureau of the Census, 430 are found in the State, a larger number than in any other state. Thirty percent of its workers are engaged in manufacturing as compared with 25% in the rest of the country.

In order to maintain and expand such concentrated industrial capacity, there must be a constant reservoir of trained men. Furthermore, the level of technical competence required in the mechanical field is becoming increasingly higher because of the complexity of modern machinery.

It is well known that industry today is concerned about the availability of engineering and technical personnel. This need is felt particularly in New York State because of the number and variety of its industries.

There is a broad area in industry in which the employment of graduate engineers is desirable but not essential: quality control, production, planning, drafting, time study, and sales. More and more employers are turning to technical institute graduates to fill positions on the technician level.

The two-year Mechanical Technology program at Broome Tech is preparing young men to take their places as technicians and engineering aides in the industries of New York and other states.

CURRICULUM OUTLINE

TERM 1

(Fall Term)	Credit Hours
71 Communication Skills	3
81 Industrial Safety and First Aid	2
400 Shop	2
410 Mathematics	3
430 Engineering Drawing	2
440 Mechanics	4

TERM 2

(Winter Term)	
72 Communication Skills	3
91 Psychology	3
401 Shop	2
411 Mathematics	3
431 Engineering Drawing	1
441 Mechanics	3
445 Heat	4

TERM 3

(Spring or Summer Term)*	
73 Communication Skills	3
92 Economics	3
402 Shop	2
412 Mathematics	3
432 Mechanisms	4
442 Strength of Materials	4
446 Metallurgy	4

TERM 4

(Fall or Winter Term)*	Credit Hours
93 Economics	3
403 Shop	2
413 Mathematics	3
433 Machine Design	4
448 Mechanical Machines	4
460 Electricity	4
475 Technical Reports	1

TERM 5

(Spring Term)	
404 Advanced Processes	2
434 Production Design	3
449 Mechanical Machines	4
450 Quality Control	4
461 Electricity	4
494 Industrial Organization	3

* Student is in school one term and in industry one term during these periods.

MECHANICAL TECHNOLOGY

MATHEMATICS (410)

3 Credit Hours

Algebra with application to technical problems. Some of the phases covered are positive and negative numbers, factors and exponents, logarithms, binomial theorem, solution of linear and quadratic equations. The use of slide rule in the solution of problems.

MATHEMATICS (411)

3 Credit Hours

Plane trigonometry and graphical representation with emphasis on application to the student's field of study. The use of the slide rule in the solution of problems.

MATHEMATICS (412)

3 Credit Hours

A study of curves and equations, straight lines, conic sections, transformation of coordinates, polar coordinates, empirical equations, and graphs.

MATHEMATICS (413)

3 Credit Hours

A study of calculus fundamentals, functions and limits, differentiation of standard forms, maxima and minima, integration of standard forms, integration of more complex forms by various devices.

ENGINEERING DRAWING (430)

2 Credit Hours

An orientation course in the basic phases of engineering drawing including orthographic projection, pictorial representation, geometric construction and pattern development. Freehand sketching of models and machine parts.

ENGINEERING DRAWING (431)

1 Credit Hour

Continuation of Drawing (430) with emphasis on detail and assembly working drawings. Selected projects to illustrate the conventions and standards of welding, piping and tolerances.

MECHANISMS (432)**4 Credit Hours**

The study of machine motion and basic mechanisms. Instantaneous velocities in machine parts, gears, cams and the theory of their design and operation; fundamental principles of planetary gearing.

MACHINE DESIGN (433)**4 Credit Hours**

A basic course in machine design covering the selection of materials, stress investigation, and the design of the fundamental machine elements.

PRODUCTION DESIGN (434)**3 Credit Hours**

Process planning, selection of machinery, sequence of operations, speed and feeds, selection of standard tools, design of dies, jigs, fixtures and gages.

MECHANICS (440)**4 Credit Hours**

Basic principles of statics and dynamics; study of forces, friction work, power, energy, center of gravity, velocity and acceleration, curvilinear motion.

MECHANICS (441)**3 Credit Hours**

Further study of statics and dynamics, trusses, force systems in space, moment of inertia of areas and bodies, impulse and momentum.

STRENGTH OF MATERIALS (442)**4 Credit Hours**

The relationship between stress and strain; the calculation of stresses in machine parts, beams and columns; the use of shear and moment diagrams; the determination of moments of inertia and centers of gravity, and the analysis of the effect of loading on stress distribution. Tests on wood, concrete, plastics and metal on standard testing machines in accordance with the A. S. T. M. testing procedures.

HEAT (445)**4 Credit Hours**

The principles of temperature and thermometry. The study of thermal phenomena, expansion of solids, liquids, and gases, the three states of matter, calorimetry, conduction, convection, radiation, properties of air, elementary hydraulics.

METALLURGY (446)**4 Credit Hours**

The fundamentals of the physical metallurgy of ferrous and non-ferrous alloys. Investigation of the physical properties of metals. Hardness tests, thermal analysis and grain structure examination.

MECHANICAL MACHINES (448)**4 Credit Hours**

Energy equations, perfect gas relations, combustion processes, heat engines, internal-combustion engines, steam-power equipment; laboratory exercises.

MECHANICAL MACHINES (449)**4 Credit Hours**

Hydraulics, fluid mechanics, pumps, fans, compressors, refrigeration theory, heat transfer, air conditioning and surveying; laboratory exercises.

QUALITY CONTROL (450)**4 Credit Hours**

The use of inspection methods to secure the control of quantity production of complex assemblies. The use of statistical principles in sampling, and the determination of variables and standard quality.

ELECTRICITY (460, (461)**8 Credit Hours**

The fundamentals of direct-current and alternating-current circuits; magnetism and induction. The study of electrical machines, motors, generators, relays, and transformers. The elements of electronics and the electronic circuits; uses of electronic devices in the control of mechanical equipment.

SHOP (400)**2 Credit Hours**

The elements of machine tool operations involving the use of.

the lathe, miller, shaper and drill press, fundamental bench operations. Study of cutting speeds and feeds, coolants, threads, tapers, drills, reamers and cutting tool angles.

SHOP (401)

2 Credit Hours

Continuation of Shop (400) plus operations of the surface, cylindrical, internal and tool and cutter grinders, lapping, honing and scraping. Study of abrasives, grinding wheels and grinding methods.

SHOP (402)

2 Credit Hours

Advanced operations on the lathes and milling machines, boring, internal threading, gear cutting and spiral milling. Problems in precision hole location involving jig boring, mill boring and lathe boring. Study of boring methods, helix angles and precision methods of measurement.

SHOP (403)

2 Credit Hours

Use of inspection measuring instruments. The study of welding, forging and heat treating.

ADVANCED PROCESSES (404)

2 Credit Hours

An advanced study of strength of materials and metallurgy as applied to the manufacturing processes. The study of weld tests, corrosion, fatigue, creep, hardenability, stress concentration; laboratory work.

INDUSTRIAL ORGANIZATION (494)

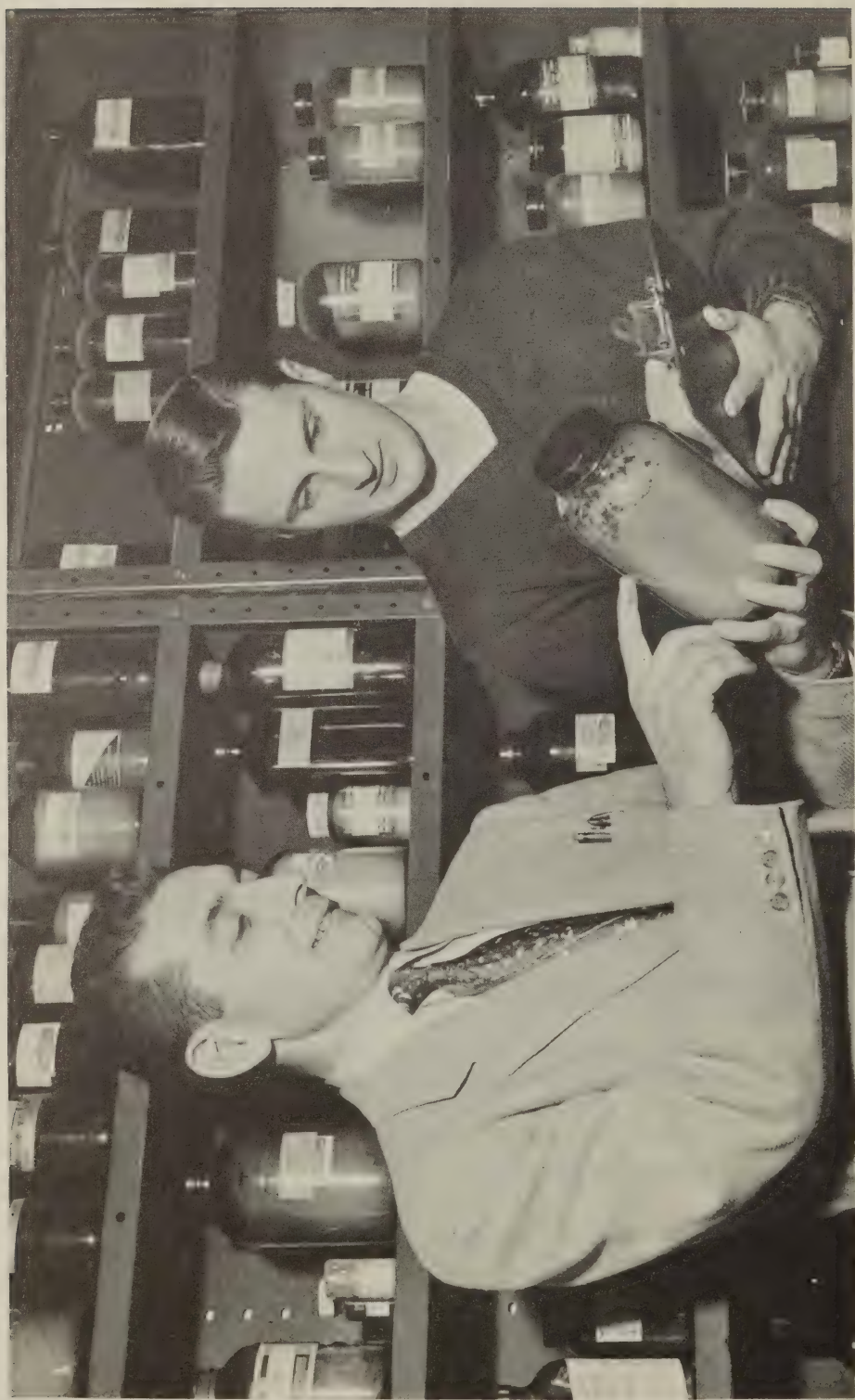
3 Credit Hours

Physical facility requirements, principles of mass production, production planning and control, plant layout, industrial engineering.

TECHNICAL REPORTS (475)

1 Credit Hour

Presentation of technical reports, oral and written.





MEDICAL OFFICE ASSISTANT

In the field of medicine, always a fascinating one for many young women, a new and interesting career has opened up in the last few years—the Medical Office Assistant.

Broome County Technical Institute prepares young women of ability and character for this career by offering specialized training, combining secretarial work with clinical laboratory procedures. Experience has shown that intensive courses of instruction in the business field, together with clinical laboratory work, have prepared the graduates for good employment opportunities in physicians' offices, hospital laboratories and record rooms, and related fields.

The Medical Office Assistant must be versatile, fitted by training and personality to work with professional medical people in various ways. In addition to general education, she needs basic knowledge and skills such as typing, medical shorthand, accounting and office procedures. Anatomy, physiology, bacteriology, chemistry, and materia medica are working tools and a base for acquiring the vocabulary of medicine. Routine clinical laboratory procedures in urinalysis, hematology and blood chemistries complete the curriculum.

Graduates, too few to meet the demand, are finding satisfaction, variety, and opportunity in this important phase of medical service.

CURRICULUM OUTLINE

TERM 1

(Fall Term)	Credit Hours
71 Communication Skills ---	3
501 *Typewriting -----	2
504 *Shorthand -----	3
510 Mathematics -----	3
543 Anatomy and Physiology _	4
*Elective -----	3

TERM 2

(Winter Term)	
72 Communication Skills ---	3
502 Typewriting -----	2
505 Shorthand -----	3
511 Mathematics -----	3
544 Anatomy and Physiology _	3
560 Elements of Chemistry --	4

TERM 3

(Spring Term)	
73 Communication Skills ---	3
92 Economics I -----	3
503 Typewriting -----	2
506 Shorthand -----	3
545 Clinical Laboratory -----	3
555 Office Procedure -----	1
561 Elements of Chemistry --	4

TERM 4

(Fall Term)	Credit Hours
93 Economics II -----	3
507 Transcription -----	3
540 Accounting -----	3
546 Clinical Laboratory -----	3
550 Bacteriology -----	2
562 Elements of Electricity --	4

TERM 5

(Winter Term)	
82 Health -----	2
91 Psychology -----	3
508 Medical Shorthand -----	3
541 Accounting -----	3
547 Clinical Laboratory -----	3
551 Bacteriology -----	2
556 Office Practice -----	2

TERM 6

(Spring Term)	
74 Communication Skills ---	3
509 Medical Shorthand -----	3
548 Clinical Laboratory -----	3
549 Materia Medica -----	3
552 Pediatrics -----	2
557 Office Practice and Accounting -----	2
558 Business Law -----	3

* Indicates option. Student takes only one of these courses in any one semester.

MEDICAL OFFICE ASSISTANT

TYPEWRITING (501), (502)

4 Credit Hours

Mastery of the keyboard by touch; operation and care of the typewriter; writing business letters; addressing envelopes; manuscript typing; development of speed.

TYPEWRITING (503)

2 Credit Hours

Continuation of basic skill-building with emphasis on speed and advanced problems. Rough drafts, medical data, manuscripts, legal papers.

SHORTHAND (504), (505)

6 Credit Hours

Presentation of principles of the new simplified Gregg Shorthand; reading and writing in shorthand; development of dictation speed.

SHORTHAND (506)

3 Credit Hours

More emphasis on the building of transcription skill. Further drill for dictation speed. Some beginning of medical dictation.

TRANSCRIPTION (507)

3 Credit Hours

Development of skill in reading shorthand notes and turning out from them a mailable transcript on the typewriter.

MEDICAL SHORTHAND (508), (509)

6 Credit Hours

Dictation of medical material to be transcribed on the typewriter. Further drives for speed at taking dictation under the same

standards described in "Shorthand." The building of medical vocabulary which can be taken in shorthand and transcribed accurately on the typewriter. The use of medical dictionaries.

MATHEMATICS (510)

3 Credit Hours

Review of common and decimal fractions with their application in percentage and proportional problems. A study of metric and apothecaries' measures of weight and volume used in the preparation of solutions and dosages. Equivalent measures in household, metric and apothecaries with practice in converting from one system to another. Mathematics involved in the preparation of hypodermic and oral medications, from concentrated solutions, tablets or full-strength drugs.

MATHEMATICS (511)

3 Credit Hours

Short methods and checking of accuracy in the fundamental processes. The use of fractions in business. Practice with decimals and percentage. A study of the mathematics used in banking, profits, discounts, partial payments, wages, interest, pricing of merchandise and installment buying in preparation for accounting.

ACCOUNTING (540)

3 Credit Hours

The science of record keeping from the basic definition of terms and the fundamental accounting equation through books of original entry, final entry, and the trial balance. Numerous practical problems based on each topic.

ACCOUNTING (541)

3 Credit Hours

A continuation of Accounting (540) adjusting, closing the books, worksheet, bad debts, depreciation, obsolescence, general and subsidiary ledgers. Problems and set.

ANATOMY & PHYSIOLOGY (543), (544) 7 Credit Hours

A study of the structure and function of the body as an integrated whole. An overview of skeletal, muscular, circulatory, respiratory, digestive system and nervous system. Vocabulary building.

CLINICAL LABORATORY (545), (546), (547), (548) 12 Credit Hours

A sequence of courses in the study and practice of clinical techniques employed in the doctor's offices and hospital laboratories. Included are urinalysis, hematology and blood chemistry. Some of the procedures covered: blood counts, hemaglobin determination, color index, blood sugar, cholesterol, and non-protein-nitrogen determination.

MATERIA MEDICA (549) 3 Credit Hours

A study of the various classes of commonly used drugs and their effects on the human body. The administration of medicines and the uses of antiseptics and disinfectants.

BACTERIOLOGY (550), (551) 4 Credit Hours

A study of the micro-organisms that cause disease in man, including a brief discussion of their size, shape, staining reactions and the manner in which they grow; micro-organisms that cause typhoid, tuberculosis, diphtheria and tetanus; the ways and means by which the human body combats the various infectious organisms.

PEDIATRICS (552) 2 Credit Hours

Emphasis on the child as an individual in both health and disease, from the standpoint of his total well-being from birth to school age. An overview of the common diseases of childhood.

OFFICE PROCEDURE (555) 1 Credit Hour

Some of the practical office procedures used in a physician's

office, such as the correct use of the telephone, sterilization of instruments and gloves, the keeping and filing of patients' records, the general care of the office. Professional ethics.

OFFICE PRACTICE (556)

2 Credit Hours

Basic training in the operation of various types of adding machines, dictating equipment and transcribing. Stencil and spirit duplicating. Experience at alphabetic, numeric, and subject filing.

OFFICE PRACTICE & ACCOUNTING (557) 2 Credit Hours

Practical use of medical forms used by Insurance, Workmens' Compensation and Welfare Departments. Practical set of physicians' financial records.

BUSINESS LAW (558)

3 Credit Hours

A basic understanding of our courts, legal procedures, and working knowledge of legal principles. Emphasis throughout the study on the fundamental law of Contracts and its applications to sales, bailments, negotiable instruments, agency, insurance and property.

ELEMENTS OF CHEMISTRY (560), (561) 8 Credit Hours

The fundamental laws and theories of chemistry together with the properties and uses of the common elements, both metallic and non-metallic, and their compounds. Laboratory work illustrating the basic principles of chemistry to enable the student to examine the behavior of elements and compounds.

ELEMENTS OF ELECTRICITY (562)

4 Credit Hours

A course of basic electricity, light, and sound with emphasis on the application to every-day life and the medical field.

TECHNICAL OFFICE ASSISTANT

There is no doubt that the nation's industries would come to a standstill if the secretarial and office personnel should all go on leave at the same time. The amazing progress of industry in this century has been made possible, in part, by the efficiency of the people who handle the "paper work." Reports, memorandums, correspondence, requisitions, records, accounts, payrolls—these are the very heart of an industry.

There was a time in earlier days when preparation for any kind of office work required only the mastery of basic business skills. Application of the skills to a particular company could be learned on the job. Not so today, especially in the industrial world. Without a knowledge of the company's machines, processes and technical vocabulary, the modern office worker is seriously handicapped.

The Technical Office Assistant curriculum at Broome Tech enables young men and women to acquire these skills and experiences before employment. One phase covers business subjects: typewriting, shorthand (with emphasis on technical dictation), communication skills, accounting, business machines, and office procedures. Paralleling these studies are technical courses in mathematics, drawing, chemistry, electricity, and mechanics, with shop and laboratory work.

Industrial employers are especially interested in employing young men, since they normally have more mechanical interest and aptitude. The young man with a combination business and technical background has unlimited possibilities for advancement.

CURRICULUM OUTLINE

TERM 1

(Fall Term)	Credit Hours
71 Communication Skills ..	3
81 Industrial Safety and First Aid	2
601 **Typewriting	2
604 *Shorthand	3
610 Mathematics	3
630 Drawing	1
666 Shop	1
**Elective	3
*Elective	3

TERM 2

(Winter Term)	
72 Communication Skills ..	3
602 Typewriting	2
605 *Shorthand	3
611 Mathematics	3
631 *Drawing	1
664 Elements of Mechanical Technology	4
667 Shop	1

TERM 3

(Spring Term)	
73 Communication Skills ..	3
91 Psychology	3
603 Typewriting	2
606 *Shorthand	3
612 Mathematics	3
665 Elements of Mechanical Technology	4
632 *Layout	1

TERM 4

(Fall Term)	Credit Hours
92 Economics I	3
607 *Transcription	3
607A *Machine Transcription for Mechanical Option ..	3
640 Accounting	3
659 Principles of Transportation	3
660 Elements of Chemical Technology	4

TERM 5

(Winter Term)	
93 Economics II	3
608 *Technical Shorthand ...	3
641 Accounting	3
655 *Payroll Accounting	3
656 Office Practice	4
658 Business Law	3
662 Elements of Electrical Technology	4

TERM 6

(Spring Term)	
74 Communication Skills ..	3
609 *Technical Shorthand ...	3
642 Accounting	3
657 Office Practice	4
663 Elements of Electrical Technology	4
694 Industrial Organization ..	3
*Elective	3

* and ** Indicates option. Student takes only one of these courses in any one semester.

TECHNICAL OFFICE ASSISTANT

TYPEWRITING (601), (602)

4 Credit Hours

A beginning sequence in touch typewriting to make the operator accurate, rhythmical and moderately rapid in the operation of the standard makes of office typewriter. Care of the machine, operation of the various parts. Business letters, simple tabulation, and the building of typewriting speed based on ten-minute tests.

TYPEWRITING (603)

2 Credit Hours

Continuation of basic skill-building with emphasis on speed and advanced problems. Among the topics: rough drafts, technical data such as specifications, manuscripts, legal papers.

SHORTHAND (604), (605)

6 Credit Hours

A beginning course in the Gregg system, simplified. Basic principles and theory, some dictation being given at slow speeds.

SHORTHAND (606)

3 Credit Hours

A thorough review, with continuing drill, on all principles and theory. Training in speed-building, spelling, English grammar and punctuation, with dictation from various fields of business and industry.

TRANSCRIPTION (607), (607-A)

3 Credit Hours

Development of skill in reading shorthand notes and turning out from them a mailable transcript on the typewriter. Mechanical option will transcribe from machine dictation.

TECHNICAL SHORTHAND (608), (609)

6 Credit Hours

Dictation of technical material to be transcribed on the typewriter. Further drives for speed of dictation. Building of the technical vocabulary found in Chemical, Electrical, Mechanical, Civil Engineering. Use of specifications, contracts and letters from

these fields and the building construction industry. Use of standard secretarial references and dictionaries to check the accuracy of spelling and word meaning.

MATHEMATICS (610)

2 Credit Hours

A review of arithmetic and its application to technical problems. Fractions, decimals, percentage and proportion. The slide rule and its use in the above processes.

Algebra—a study of the fundamental algebraic operations and their application to the solution of technical problems. Equations and formulas as applied to the fundamentals of geometry and physics. A two-hour laboratory period each week is devoted to the application of the mathematics being studied to the solution of problems that the student will encounter in his technical work.

MATHEMATICS (611)

3 Credit Hours

A continued study of the fundamentals of algebra. The solution of higher order equations. The use of logarithms in the solution of problems. Further application of the slide rule. Trigonometry and its use in the solution of technical problems. Practice in the use of tables in both logarithms and trigonometry.

MATHEMATICS (612)

2 Credit Hours

Short methods and checking of accuracy in the fundamental processes. The use of fractions in business. Practice with decimals and percentage. A study of the mathematics used in banking, profits, discounts, partial payments, wages, interest, pricing of merchandise and installment buying in preparation for accounting.

ENGINEERING DRAWING (630)

1 Credit Hour

An introductory course in mechanical drawing. The technique of good lettering, practical geometry and geometric construction, the principles of orthographic projection and the theory and application of dimensioning.

ENGINEERING DRAWING (631)**1 Credit Hour**

Technical sketching and pictorial representation. Applications of auxiliary views, sections and conventions used in orthographic projection. The types and representation of threads, nuts, bolts, keys, keyways and locking devices and assembly drawings. Discussion of shop processes and procedures to facilitate the understanding of drafting, problems which arise in the industrial drafting room. Emphasis on freehand sketching of mechanisms.

LAYOUT (632)**1 Credit Hour**

Basic architectural drafting, including floor plans, elevations, heating, plumbing and electrical systems, as well as building materials.

ACCOUNTING (640)**3 Credit Hours**

The science of record keeping from the basic definition of terms and the fundamental accounting equation through books of original entry, final entry, and the trial balance. Numerous practical problems based on each topic.

ACCOUNTING (641)**3 Credit Hours**

A continuation of Accounting (640) adjusting, closing the books, worksheet, bad debts, depreciation, obsolescence, general and subsidiary ledgers. Problems and set.

ACCOUNTING (642)**3 Credit Hours**

Columnar journals, partnerships, corporations, voucher system, analysis and interpretation of financial statements. Intensive work on a practice set of books taken from the field.

PAYROLL ACCOUNTING (655)**3 Credit Hours**

A comprehensive coverage of the legislation behind and practical application of accounting for Social Security and Tax withholding, from the standpoint of the employer.

OFFICE PRACTICE (656), (657)**8 Credit Hours**

Basic training in the operation of dictating machines, four types of adding-calculating machines, duplicating processes. Work in different departments of a hypothetical manufacturing concern, rotating through Mailing, Stenographic, Filing, Statistical, Library, Advertising, Purchasing, Credit, Billing, Legal, Treasurer and Sales Manager. Emphasis on proper attire, desirable work attitudes, business ethics.

BUSINESS LAW (658)**3 Credit Hours**

A basic understanding of our courts, legal procedures, and working knowledge of legal principles. Emphasis throughout the study on the fundamental law of contracts and its applications to sales, bailments, negotiable instruments, agency insurance and property.

PRINCIPLES OF TRANSPORTATION (659) 3 Credit Hours

An introduction to the fundamental principles of transportation economics. Transportation's role in the production, manufacture, and consumption of commodities. A discussion of railroads, their ownership and management, patterns of organization and functions of their chief executives. An explanation of the work of the Traffic, Real Estate, Tax and Personnel Departments of railroads.

ELEMENTS OF CHEMICAL TECHNOLOGY (660)**4 Credit Hours**

The study of the major industrial fields of chemistry emphasizing processes and materials with basic theory incorporated.

ELEMENTS OF ELECTRICAL TECHNOLOGY (662), (663)**8 Credit Hours**

A sequential program in the field of electrical technology. Some of the phases covered are basic principles and laws of electrical circuits, transmission of power, basic theory of electrical machines, light and illumination measurement. Basic theory of vacuum tubes,

electrical circuits and the application to practical electrical equipment.

ELEMENTS OF MECHANICAL TECHNOLOGY (664), (665)
8 Credit Hours

A study of the elementary fundamental concepts of applied mechanical technology covering mechanics, heat, power, fluids, strength of materials, and metallurgy as applied in engineering and industrial processes. Lecture and laboratory work.

SHOP (666) **1 Credit Hour**

A study of machines commonly found in a metal processing shop. A discussion of the function of the various parts of the machine. Practice in processing metals, leading to an acquaintance with technical and shop terms and an appreciation of what is done in machine shops.

SHOP (667) **1 Credit Hour**

Observation and discussion of the materials used in industry to produce machines, appliances, containers, etc. Demonstration and experiences in fashioning some of the common materials into usable products.

INDUSTRIAL ORGANIZATION & MANAGEMENT (694)
3 Credit Hours

A treatment of management essentials—functions and the principles governing them. Included are approaches to management decisions, organization structure, physical facilities, production control, work simplification, quality control, job and merit rating. General case problems are studied.

**BROOME COUNTY
TECHNICAL
INSTITUTE**
BINGHAMTON, N. Y.



GENERAL EDUCATION

Considerable emphasis is placed on the vocational objectives in all the curriculums. However, the Institute is equally concerned with the broader objective of well-rounded personal development.

A worker does not function in a vacuum. He works with and for others, makes decisions which affect himself and others, expresses his views, is aware of the value of good health. Outside of working hours he has obligations to his family, takes part in community affairs, and is concerned with the welfare of his country and its relations with other countries.

All of these activities influence his effectiveness as a worker and a member of society. Therefore General Education should be and is an important part of the Institute instruction.

Communication Skills courses seek to develop an appreciation of language as a means of communication, and facility in the use of the spoken and written word..

A sequence of courses in Economics is concerned with a study of the American economic system.

Psychology gives the students an insight into human nature which will prepare them for acceptable service in the industrial and professional world.

Students in the technology curriculums are given instruction in industrial safety practices and first aid, and an introduction to the rapidly expanding field of industrial and labor relations.

In these non-technical studies and in the varied program of student activities described elsewhere, opportunity is given to develop the skills, knowledge and attitudes for the living of a satisfactory life.

GENERAL EDUCATION

COMMUNICATION SKILLS (71)

3 Credit Hours

The first in a sequence of courses to develop the skills of reading, writing, speaking and listening. A study of the nature of the English language: history, symbolism, context, denotation, connotation, emotive language, report language. Similarities and differences of oral and written English. Parliamentary procedure. Presentation of oral and written reports (throughout the sequence).

COMMUNICATION SKILLS (72)

3 Credit Hours

A study of the levels of usage and grammar, and the effective organization of ideas. Development of reading skill.

COMMUNICATION SKILLS (73)

3 Credit Hours

Business correspondence. Types and techniques of group discussion. A study of the media of mass communication—press, films, radio, television.

COMMUNICATION SKILLS (74)

3 Credit Hours

Advanced writing and speaking problems. Technical reports. Participation in panels and symposiums.

INDUSTRIAL SAFETY AND FIRST AID (81)

2 Credit Hours

A study of accident sources and causes; safety as a responsibility of workers and management; job safety analysis; education, training, supervision, and organization for safety; accident reports and records; the principles of First Aid as applied to industry.

HEALTH (82)

2 Credit Hours

The fundamental principles of First Aid as outlined by the Standard Red Cross course such as prevention and treatment of shock, burns, wounds and hemorrhage. Demonstration and practice of artificial respiration. The second phase of the course consists of

the basic fundamentals of nutrition, including individual differences and requirements.

PSYCHOLOGY (91)

2 Credit Hours

Designed to give the students insight into human nature which will prepare them for acceptable service in employment. Personality development, techniques involved in dealing with people, vocational adjustment and efficiency, intelligence, learning, leadership, and mental hygiene.

ECONOMICS (92)

3 Credit Hours

A study of the American economy. A survey of occupational objectives; professional ethics; fundamental economic principles; standards of living in the United States; production; marketing; forms of business ownership; large-scale business enterprise; prices; monopoly; our national income; distribution of personal income in the United States; money, credit, banking; America's role in international finance.

ECONOMICS (93)

3 Credit Hours

A continuation of the study of basic principles of the American economic system and their applications. Taxation and public finance; labor-management relations and their effect upon the public; business-cycles in the United States; international trade and other international economic relations; how our political policies affect the rest of the world; American democracy and capitalism compared to other political and economic systems; economics of war and peace.

EXTENSION DIVISION

The Extension Division of the Institute offers both sequential programs and unit courses on a part-time basis to employed persons. Its purpose is to provide an opportunity for adults of the community to extend their education in specialized fields.

The sequential programs consist of accredited college-level curriculums in the fields of Chemical, Electrical, Mechanical, Medical and Business Technology. The Extension Diploma is awarded to those who successfully complete the required curriculum which consist of approximately thirty semester credit hours. It is expected that the average student can complete these curriculums in three or three and one-half years on the basis of attending classes two evenings a week during each of the two semesters per year. Admission requirements for students in the diploma program are the same as for the day program.

The Extension Division also offers shorter programs and unit courses in Automotive and Leather Technology, Traffic and Transportation and other areas where there is an expressed need for the course and where the Institute can furnish the necessary facilities. Admission requirements for these courses are dependent on each individual course as outlined in the Evening Division announcement.

Tuition is charged at the rate of \$10 per credit hour for all courses. These programs are approved by the Veterans Administration. Applicants wishing to obtain veteran's educational benefits should consult their nearest veteran's agency.

For further information or announcement of courses contact the Director of Extension, Broome County Technical Institute.

QUESTIONS AND ANSWERS

What are the entrance requirements?

A candidate seeking admission to the Institute is expected to have completed a four-year high school course consisting of a minimum of 16 units which have adequately prepared him to pursue a college program.

An applicant must meet the minimum requirements of physical ability required by the occupational field in which he wishes to engage.

He must show evidence of good moral character.

He must be recommended by his high school principal or guidance counselor.

It is recommended that an applicant have the following high school preparation:

Technology Curriculums

Mathematics	3 units
(including elementary algebra, plane geometry, intermediate algebra)	
Science	2 units
(chemistry for Chemical Technology, physics for Electrical Technology, physics and/or chemistry for Automotive Technology)	

Office Assistants Curriculums

Mathematics	2 units
(including elementary algebra)	
Science	2 units
(including chemistry or physics)	

NOTE: For those who may be deficient in mathematics, a course in mathematics is offered each summer, prior to the opening of the Fall term. Those who need to enroll in this course must submit the completed Institute application form no later than June 15.

How long are the courses?

All programs are two years in length. The college year is

divided into four terms of approximately thirteen weeks each. Those students enrolled in the technical curriculums spend a total of five terms "on campus" and two terms in industry on the cooperative phase of their education. Students in the Medical and Technical Office Assistant curriculums spend three terms "on campus" each year with the summer term in cooperative employment.

Classes are scheduled from 8:00 A. M. to 5:00 P. M. Monday through Friday.

What is the cost?

TUITION

For New York State residents	\$270.00 per year (payable at the rate of \$90.00 per term)
For out-of-State residents	\$540.00 per year (payable at the rate of \$180.00 per term)

FEES

Student activity	\$23.00 per year*
Health	\$19.00 per year
Lock deposit (First year only)	\$1.00
Graduation	\$10.00**

* The \$10.00 deposit required with the application becomes advance payment on the activity fee if the applicant is accepted.

** This fee is paid at the start of the term preceding graduation. Any refund of fees is at the option of the Institute.

BOOKS AND SUPPLIES

Each student provides at his own expense the necessary books and instructional materials. These may be purchased at the Book Store maintained by the Faculty-Student Association for the convenience of the students. The cost varies, depending on the curriculum, from \$50.00 to \$75.00 per year.

BOARD AND ROOM

The cost of board and room for out-of-town students is dependent upon the demands of the student. The average cost varies from \$12.00 to \$20.00 a week.

Are there opportunities for financial aid?

Many young people are denied the advantages of higher education because of the cost. Broome County Technical Institute is vitally concerned that all high school graduates who can benefit by the technical institute type of education may have the chance to do so. Below are listed several opportunities for self-support without the necessity of time-consuming outside work.

COOPERATIVE WORK PROGRAM

In the work-study plan students are placed in jobs related to their major field of study for two separate employment periods. Students are paid the prevailing wage for the job they do. Cooperative students in the technology curriculums average \$1,200 for the two periods.

The program offers other distinct advantages:

1. It is exploratory. The student has a chance to survey and evaluate a number of different jobs within his field. At the same time he can take stock of his own abilities and interests.
2. It is an opportunity to correlate classroom studies with actual work experience.
3. It is a means of demonstrating the importance of human relations in the work situation.

Cooperative work students are expected to "earn their own way," to perform the duties required without special favor. At the end of each period employers submit a report covering the student's performance. These reports become a part of the student's permanent record.

SCHOLARSHIPS

Recipients of New York State Regents scholarships may use the scholarships to defray their expenses at the Institute. A number of scholarships are offered by the following local groups: Civic Club of Binghamton, Triple Cities Business and Professional Women's Club, Binghamton Chapter of the National Secretaries' Association.

LOANS

A Student Loan Fund has been established by business and industry in this area. Information and application forms may be obtained from the Dean.

Small loans are available to deserving students who are in temporary need of financial assistance.

What about living accommodations?

The Institute does not maintain dormitories. Local students of course live at home. Out-of-town students who have relatives or friends within commuting distance of the Institute will find it more economical to live with them if possible. Other students are required to live in rooms which have been inspected and approved, or at the Y. M. C. A. or the Y. W. C. A.

The Deans maintain lists of rooms and assist students in finding suitable living quarters.

WHAT ARE THE ACADEMIC STANDARDS?

Grading System

GRADE	POINTS PER CREDIT HOUR
A	4
B	3
C	2
D	1
P	0
F	0

A—Outstanding

Exceptional ability. Accomplishment and initiative merit special recognition.

B—Good

Above average in accomplishment and responsibility.

C—Satisfactory

Average in accomplishment and responsibility.

D—Fair

Below average in accomplishment and responsibility.

P—Poor

Accomplishment unsatisfactory for honor points but sufficient to form basis for future work.

F—Failing

Accomplishment insufficient to form basis for future work .

Scholastic standing

To remain in satisfactory standing, a student must earn a point average of 1.2 the first term, 1.4 the second term, 1.5 the third term, and 1.5 for each succeeding term until graduation.

In order for a student to remain in good standing he must also demonstrate a mature attitude of interest and cooperation.

Grades are issued at the end of each term. All students doing unsatisfactory work at midterm will be counseled.

Any student who does not maintain this minimum point average in any term is placed on probation for the following "in Institute" term.

Honors

At the end of each term students who have earned an average of 3.0 or above are placed on the Institute Honor Roll, while those who have earned 3.5 or better are placed on the President's list.

Dismissal

Students may be considered for dismissal for the following causes: more than one probationary period; failure to earn a point average of 0.8 the first term, 0.9 the second term and 1.0 for each succeeding term; irregular attendance, neglect of work or financial obligations, or failure to comply with Institute rules and official notices; conduct unbecoming a student.

Any action leading to the requested withdrawal of a student is taken up by the Executive Committee. A student may be readmitted by favorable action of the Committee. The Institute reserves the right to be the sole judge in all matters pertaining to dismissal.

Withdrawal

A student compelled to withdraw at any time must immediately notify the Admissions Office and complete the proper termination form. Failure to comply with this regulation will cause the individual to forfeit his right to honorable dismissal and to lose any refund of fees.

What are the requirements for graduation?

Satisfaction of the Institute requirements as a regular student.

Completion of all specified subjects and projects for the curriculum in which the student is enrolled.

An honor point total of 7.1 in the five-term curriculums (technical), or 8.6 in the six-term curriculums (office assistants).

Satisfactory financial standing at the Institute.

What degree is offered?

Students who complete the requirements for graduation in the full-time day curriculums are awarded the degree, Associate in Applied Science.

What about placement?

Each Department Head is in charge of cooperative and permanent placement for the students in his department. The demand for Institute graduates is consistently greater than the supply, and most seniors have several employment offers from which to choose.

After graduation—what?

Each graduate is entitled to two transcripts of his work completed at the Institute. One dollar is charged for each additional transcript.

Graduates are eligible for membership in the Broome Tech Alumni Association. Two annual events highlight the Association's Activities: Spring Day, featuring an Alumni-Varsity baseball game and a picnic, and early in December a dinner, election of officers, and an Alumni-Varsity basketball game.

Graduates who are working nearby are urged to take advanced courses offered in the Evening Extension Division.

What about veterans?

All Institute full-time curriculums are approved by the Veterans Administration. Those applicants wishing to obtain government educational benefits should consult their nearest veteran agency.

WHAT CO-CURRICULAR ACTIVITIES ARE OFFERED?

The Institute recognizes that students need the stimulus and diversion of co-curricular activities and that students themselves should originate and carry out a varied and flexible program under faculty supervision. Every student is urged to make his contribution to and derive his benefits from one or more of the following activities.

The Student Council

The governing body is the Student Council with representatives from the various curriculums, and officers elected from the student body at large. It has the responsibility of promoting and coordinating student affairs. It authorizes clubs and activities and allocates to the organizations funds paid by students as the Activity Fee. This fee entitles students to admission to varsity games, informal dances and parties, and a subscription to Tech Talk, student newspaper.

Athletic Committee

The Athletic Committee supervises the expenditure of money for athletic purposes and makes recommendations for improvements in the sports program.

Varsity Sports

The name "Hornets" has become well known in Eastern inter-collegiate sports. Varsity sports are basketball, baseball, volleyball, golf and tennis. The basketball teams have been particularly successful in competition against two-year and four-year colleges and service teams. Varsity volleyballers are becoming increasingly recognized as a power in intercollegiate and tournament play.

Intramural Sports

Students of average athletic ability have an opportunity to participate in intramural sports. Teams representing the various curriculums make up the leagues in basketball, volleyball and bowling.

Cheerleaders

Positions on the varsity and junior varsity cheerleading squads are open to both men and women on a competitive basis.

Social Committee

The Social Committee has charge of planning dances, parties and picnics. Most of the affairs are informal and are held in the gymnasium.

Convocation Committee

A joint student-faculty committee has the responsibility of planning the convocation programs at which attendance is required.

Publications

Tech Talk is the student newspaper published once a month and devoted to the reporting of news and features of Institute life. The yearbook is known as the Citadel. Positions on both publications are open to students interested in writing, art and advertising.

Music

Three organizations attract students who are musically inclined. The Glee Club is composed of both men and women and appears at student and community affairs. The Dance Band, when talent is available, furnishes music for informal college dances. Mu Alpha Sigma is a society devoted to the development of music appreciation.

Camera Club

For those interested in photography the Camera Club provides the chance to get experience in picture taking, developing, printing and enlarging. A well-equipped darkroom is available for student use. Most of the photographic work on the newspaper and yearbook is done by members of the club under faculty supervision.

Varsity Club

Lettermen in the major sports are eligible for membership in

the Varsity Club, whose purpose is to further interest in inter-collegiate competition.

Awards

Outstanding participation in the above activities is recognized by a system of awards consisting of letters, emblems, pins, and certificates.

Newman Club

The Newman Club is an informal group organized to foster a better understanding of Catholic ideology. The program features religious lectures and discussions, and social events.

Technical Societies

Students in the technology curriculums have the privilege of becoming associated with professional men in their field by joining the student chapter of one of more of the technical societies:

Southern Tier Technical Society—student member

American Institute of Electrical Engineers—student member of local chapter

American Chemical Society—student associate of local chapter

Each student society has its own program. In addition, members may attend meetings of the senior chapter, hear lectures given by outstanding men in technical fields, and see films and demonstrations on new developments.

Student-Faculty Association

This is a non-profit organization, incorporated under the laws of New York State, operated by faculty officers with a student advisory board. The Association operates the bookstore, cafeteria, vending machines, pay telephone, and the faculty parking lot.





What is the application procedure?

New students are admitted only in September of each year. However, applications will be accepted at any time during the year.

An application for admission must be made on official forms supplied by the Institute. Those forms may be obtained on request at the Admissions Office.

A deposit of \$10 must accompany each application. This deposit is applied as an advance payment on the student activity fee if the applicant is accepted. It will be refunded if the applicant is not accepted. It will not be refunded if the applicant fails to report for registration after acceptance.

Upon receipt of the completed application form by the Admissions Office, a certificate of residence will be supplied, which should be signed by the proper official of the county of residence.

Each applicant will be interviewed by the members of the Committee on Admissions. An appointment will be made after the applicant's deposit, application and other required credentials have been received. Appointments for interviews will normally be made after January first of each year.

Transfer Students

Applications are accepted from students who have been enrolled in other accredited colleges if they submit satisfactory entrance requirements.

Transfer of credit for advanced standing is subject to the approval of the Department Head and the Director of Admissions.

Consideration will not be given to any subject for transfer credit which carries a grade of less than "C."

Late Registration

An applicant may not register more than seven days after the beginning of the Fall term except by special permission of the President of the Institute.

CALENDAR 1956-1957

FALL TERM

September 4, 1956	9:00 A. M.	Senior Registration and Start Cooperative Period
	1:00 P. M.	Freshman Registration
September 5, 1956	8:00 A. M.	Classes Begin
November 21, 1956	12:00 Noon	Thanksgiving Recess Begins
November 26, 1956	8:00 A. M.	Thanksgiving Recess Ends
November 29, 1956	5:00 P. M.	Fall Term Ends
November 30, 1956		Cooperative Period Ends

WINTER TERM

December 3, 1956	8:00 A. M.	Registration and Start Cooperative Period
December 21, 1956	5:00 P. M.	Christmas Recess Begins
January 3, 1957	8:00 A. M.	Christmas Recess Ends
March 7, 1957	5:00 P. M.	Winter Term Ends
March 8, 1957		Cooperative Period Ends

SPRING TERM

March 11, 1957	8:00 A. M.	Registration and Start Cooperative Period
April 18, 1957	5:00 P. M.	Easter Recess Begins
April 23, 1957	8:00 A. M.	Easter Recess Ends
May 29, 1957	5:00 P. M.	Decoration Day Recess Begins
June 3, 1957	8:00 A. M.	Decoration Day Recess Ends
June 6, 1957	5:00 P. M.	Spring Term Ends
June 7, 1957		Cooperative Period Ends
June 8, 1957	2:00 P. M.	Graduation

SUMMER TERM

June 10, 1957	8:00 A. M.	Registration and Start Cooperative Period
July 3, 1957	5:00 P. M.	Independence Day Recess Begins
July 8, 1957	8:00 A. M.	Independence Day Recess Ends
August 29, 1957	5:00 P. M.	Summer Term Ends
September 3, 1957		Cooperative Period Ends

REQUEST FOR APPLICATION FOR ADMISSION

Mail to

Director of Admissions
Broome County Technical Institute
255 Washington Street
Binghamton, New York

NAME -----

ADDRESS -----

HIGH SCHOOL -----

I am interested in the curriculum checked below:

- Automotive Technology ----
- Chemical Technology ----
- Electrical Technology ----
- Mechanical Technology ----
- Medical Office Assistant ----
- Technical Office Assistant ----

Please send the Extension Division catalog ----

STATE UNIVERSITY OF NEW YORK

LIBERAL ARTS COLLEGE

HARPUR COLLEGE AT ENDICOTT

PROFESSIONAL COLLEGES

DOWNTOWN MEDICAL CENTER AT NEW YORK CITY

UPSTATE MEDICAL CENTER AT SYRACUSE

COLLEGE OF AGRICULTURE AT CORNELL

COLLEGE OF CERAMICS AT ALFRED

COLLEGE OF FORESTRY AT SYRACUSE

COLLEGE OF HOME ECONOMICS AT CORNELL

SCHOOL OF INDUSTRIAL AND LABOR RELATIONS AT CORNELL

MARITIME COLLEGE AT FORT SCHUYLER

VETERINARY COLLEGE AT CORNELL

COLLEGE FOR TEACHERS AT ALBANY

TEACHERS COLLEGE AT BROCKPORT

COLLEGE FOR TEACHERS AT BUFFALO

TEACHERS COLLEGE AT CORTLAND

TEACHERS COLLEGE AT FREDONIA

TEACHERS COLLEGE AT GENESEO

TEACHERS COLLEGE AT NEW PALTZ

TEACHERS COLLEGE AT ONEONTA

TEACHERS COLLEGE AT OSWEGO

TEACHERS COLLEGE AT PLATTSBURG

TEACHERS COLLEGE AT POTSDAM

TWO-YEAR TECHNICAL INSTITUTES

AGRICULTURAL AND TECHNICAL INSTITUTE AT ALFRED

AGRICULTURAL AND TECHNICAL INSTITUTE AT CANTON

INSTITUTE OF AGRICULTURE AND HOME ECONOMICS AT COBLESKILL

AGRICULTURAL AND TECHNICAL INSTITUTE AT DELHI

AGRICULTURAL AND TECHNICAL INSTITUTE AT FARMINGDALE

AGRICULTURAL AND TECHNICAL INSTITUTE AT MORRISVILLE

COMMUNITY COLLEGES

(Locally-operated municipal colleges supervised by the State University)

COMMUNITY COLLEGE AT AUBURN

FASHION INSTITUTE OF TECHNOLOGY AT NEW YORK CITY

COMMUNITY COLLEGE AT JAMESTOWN

ORANGE COUNTY COMMUNITY COLLEGE AT MIDDLETOWN

BROOME COUNTY TECHNICAL INSTITUTE AT BINGHAMTON

ERIE COUNTY TECHNICAL INSTITUTE AT BUFFALO

NEW YORK CITY COMMUNITY COLLEGE OF APPLIED ARTS AND SCIENCES

MOHAWK VALLEY TECHNICAL INSTITUTE AT UTICA

TROY TECHNICAL INSTITUTE AT TROY

WESTCHESTER COMMUNITY COLLEGE AT WHITE PLAINS

